

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position: Associate Accounting Analyst
(Local Government Reporting Section)

Position #: 051-420-4588-062

Salary Range: \$4,619 – \$5,616

Issue Date: January 28, 2009

Contact: Candace Martin
(916) 324-1867

Location: Accounting & Reporting
3301 C Street, Suite 500
Sacramento, CA 95816

Final Filing Date: Statewide
February 10, 2009

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting & Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please indicate "420-4588-062 (LGRS)" on your application. Please clearly indicate the basis of your eligibility in line item number 12 of the STD 678. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position:

Under the general direction of the Accounting Administrator I (Supervisor), and utilizing knowledge of governmental accounting, auditing, financial reporting and procedures prescribed by the State Controller's Office, the incumbent will perform those analytical duties relative to the publication of financial reports of local government entities. The appointee will operate at the full journey-level of this class exercising a high degree of independence, performing the full range of duties including, but not limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Perform an analysis of the more complex financial transaction reports submitted by local government agencies to ensure compliance with laws, regulations, and uniform accounting procedures.
- Based on analysis, advise local government officials of findings maintaining compliance and/or the need for additional information or corrections to resolve reporting problems.
- Review, and reconcile the more difficult financial statements received from local government entities as required to publish State Controller's financial reports per legal statutes.
- Based on accepted accounting standards, select information from the financial statements to be incorporated into various reports.
- Create the narrative and figures for publications based on table-runs, working papers provided by local government agencies, and ad-hoc queries of the Local Government Reporting System Oracle database. Combine text and graphics to create the Introduction and Summary sections.
- Ensure that all validation and compilation functions of the financial transaction reporting system are accurately performed.
- Work with programming staff in daily resolution of operational and procedural problems. Assist and instruct reporting agencies with the understanding and correct use of the reporting system.
- Participate and provide input in discussions with programming staff about existing or proposed systems/processes.
- Participate in the development and conducting of training workshops presented by State Controller's Office staff, and provided to local governmental officials on proper reporting methods and procedures.

Desirable Qualifications:

- Excellent communication skills
- Ability to establish and maintain cooperative working relationships
- Good work habits, attendance, and attitude
- Familiarity with Microsoft Word, Excel, Access, and Outlook

The successful candidate will meet the education requirements for this classification.